

Green County Ad Hoc Radio Committee

Meeting Minutes for February 11, 2019

Members Present:

Chief Chris Hughes	Dana Weber-Recording Secretary
Dan Nufer-EMS	Sheriff Jeffrey Skatrud
Chris Naveson-Highway	Chief Deputy Thomas Moczynski
Tom Daly-WI Towns Association	Ryan Ellingson
Chief Dan Smits	Tanna McKeon-EMG Director

- 1) **Call Meeting to Order:** Meeting called to order at 1:05 p.m.
- 2) **Review Minutes from previous meeting:** Tom Daly approved the previous meeting minutes; 2nd by Ryan Ellingson. Motion carried.
- 3) **Review questions reference the vendor meeting;** Chief Thomas Moczynski advised that the Radio Vendor meeting is on February 13 at the Justice Center where the vendors can ask questions reference the Request for Proposals (RFP) for clarity. Chief Moczynski advised that Mike from Elert will be there to help answer questions to do the initial response and all questions will need to be submitted in writing and then will be officially answered. Chief Moczynski indicated that there will be a tour of the dispatch center, radio room and a couple of the tower sites after the vendor meeting and the meeting is mandatory for pre-bidding. Chief Moczynski stated that Mike is to get a responder list to him of the RFP.
- 4) **Establish RFP evaluation/review team for Request for Proposals (RFP);** Chief Moczynski advised that there needs to be a team established to score the RFP's and Elert will show the committee how to score the RFP's and he stated that he and Ryan will do the scoring and asked for volunteers to help, various members volunteered. Chief Moczynski advised that Dan Smits and Dan Nufer will be on the scoring committee and he still needs one more volunteer. The committee advised that they would like to see a presentation of the RFP's. Chief Moczynski reviewed the time table with the committee and advised that the RFP's are due back in the middle of April. Chief Moczynski indicated that phase 3 with Elert and Associates is the assessment and contract procurement and then the county will need to see what the next step will be. Chief Moczynski indicated that he would like to have the RFP process done by early summer before the start of next year's budget process.
- 5) **Review and update project timeline:** Chief Moczynski stated that the RFP's are due back on April 5th and then the scoring will need to take place.
- 6) **Questions/Concerns:** There were some questions and discussion on the money concern for the county and it was stated that the Elert presentation was given at County Board and that is public record. The committee discussed the different standards in the RFP and the county needs to clearly state what our standards are. Chief Dan Smits asked if the presentation can be done by the vendors and it could most likely be done with follow up with the consultants.

- 7) **Set next meeting date (if any);** Vendor Meeting is on Wednesday, February 13, 2018 at 1:00pm at the Justice Center.
- 8) **Adjournment;** Sheriff Jeffrey Skatrud made a motion at 1:20 p.m. to adjourn; 2nd by Chief Chris Hughes. Motion Carried.